

SWSS Project

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USER REQUIREMENTS

FOSTER CARE ACTION SUMMARY MODULE

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1 INTRODUCTION

1.1 Purpose

The Foster Care Action Summary was devised to reduce paperwork for foster care workers and to serve as a prompt for workers to meet licensing requirements for Replacement Documentation and Termination from family foster care when a child moves. The Foster Care Action Summary must also be used as the Closing Summary for a foster care case.

1.2 Target Audience

This document is intended for SWSS development staff who will be developing a Detailed Design document to address the requirements listed in this document. It will also be of interest to development staff charged with maintaining the SWSS automated system.

The following personnel may also be interested:

- SWSS Trainers
- FIA help Desk personnel
- SWSS advance users
- SWSS project staff tasked with developing the User's Guide
- Zone Children's Services Specialist
- CFS Policy Staff

2 MODULE NARRATIVE

The Foster Care Action Summary (FIA-69) is used whenever there is “action” on a case, e.g., the child moves or the parents move. Because identifying information is requested, this form also serves as notice to the courts of changes in placements, in parent’s living situation and the foster care worker/agency. The Foster Care Action Summary meets licensing requirements for Replacement Documentation and Termination from Foster Care Summary when a child moves. The Foster Care Action Summary is also used for the Closing Summary for a foster care case.

3 NAVIGATION FLOW

3.1 Screen Interaction

The Foster Care Action Summary is printed from the Report Generation Module when any of the following actions occur:

- The child moves to a new foster home
- The foster care worker or the child placing agency changes
- The foster care case is closed
- There is a change in the parent(s)' living situation
- The child leaves family foster care and goes to any other living arrangement.

3.2 System Flow

Data for the Foster Care Action Summary is collected in several other modules within SWSS. When data is changed, the module must ask if the user wants to go to report generation and print the FIA-69 or if there are additional changes which have not been entered and will affect the information on the FIA-69. If the user answers 'yes' s/he will be taken to Report Generation. If the answer is 'no', the user can proceed with data entry in the application.

The Member Module collects the information on parent living situation (address) changes and must allow access to the FIA-69.

The Placement Module collects the information on child moves and child-placing agency changes and must allow access to the FIA-69.

The Case Closing Module must access the FIA-69 to record social work contacts before the foster care case is closed.

The Case Listing Module must access the FIA-69 to record primary worker changes.

4 REQUIREMENTS LIST

The comprehensive (we hope) list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.

4.1 Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Foster Care Action Summary module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (AS = [foster care] Action Summary).

The list is to be used in a Requirements Tractability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

The requirement styles can be applied with the following shortcuts:

Requirement 1 Ctrl+!
Requirement 2 Ctrl+@
Requirement 3 Ctrl+#
Requirement 4 Ctrl+\$
Requirement 5 Ctrl+%

AS-1 SCREEN REQUIREMENTS:	Testing Status
AS-1.1 Mechanism to generate FIA-69, Foster Care Action Summary form	NA
AS-1.2 Section I: Type of Action – mechanism for user to select any, some or all.	P
AS-1.2.1 Child Replacement	P
AS-1.2.2 Caseworker Change	P
AS-1.2.3 Foster Care Case Closing	P
AS-1.2.4 Parent Move	P
AS-1.2.5 Termination from Foster Care Placement	P
AS-1.2.6 Juvenile Justice Case Closing	P
AS-1.3 Section IV - A: Foster care continues to be appropriate for the following reason(s): (Check as many as apply)	P
AS-1.3.1 1. Children remain at risk if returned to the parental home	P
AS-1.3.1.1 If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do	P

not allow changes.	
AS-1.3.2 2. No interested relatives for placement	P
AS-1.3.2.1 If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.3.3 3. No appropriate relative placement	P
AS-1.3.3.1 If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.3.4 4. Juvenile Justice Treatment Goals have not been completed	P
AS-1.3.5 5. Juvenile Justice Court Order	P
AS-1.3.6 6. Juvenile Justice behavior problems	P
AS-1.4 Section IV - B: Reason for replacement or termination from foster care: (Check as many as apply)	P
AS-1.4.1 1. Behavioral Problems	P
AS-1.4.1.1 If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.4.2 2. Problems in Foster Family	P
AS-1.4.2.1 If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.4.3 3. Emergency or temporary placement	P
AS-1.4.3.1 If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.4.4 4. Placement with relatives	P
AS-1.4.4.1 If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.4.5 5. Residential Placement	P
AS-1.4.5.1 If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P

AS-1.4.6	6. Return home	P
AS-1.4.6.1	If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.4.7	7. Independent Living	P
AS-1.4.7.1	If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.4.8	8. AWOL	P
AS-1.4.8.1	If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.4.9	9. Foster Parent Request	P
AS-1.4.10	10. Abuse or Neglect by Foster Family	P
AS-1.4.11	Other (specify)	P
AS-1.4.11.1	If the case is a foster care case, pre-fill the answers with information from the Replace Reasons tab in the Placement section and do not allow changes.	P
AS-1.5	List the Placement Selection Criteria used for the new placement.	P
AS-1.5.1	List in a grid, in order of ranking from 1 through 3, the Rank, Selection Criteria, Criteria Met and Comment.	P
AS-1.5.2	If the case is a foster care case, pre-fill the answers with information from the Placement Selection Criteria tab in the Placement section and do not allow changes.	P
AS-1.6	Supervisory approval prior to replacement Y/N check boxes	P
AS-1.6.1	Answer must be entered by supervisor.	P
AS-1.7	FIA-30, Foster Parent/Kinship Caregiver Notification of Move, given to provider on MMDDYYYY	P
AS-1.8	Mechanism to enter comments for the question "Replacement and/or termination preparation appropriate to the child's capacity to understand has been conducted in the following way."	P
AS-1.8.1	If the case is a foster care case, pre-fill the answers with information from the Replacement Information tab in the Placement section and do not allow changes.	P

AS-1.9 Section V: Information related to the care and supervision of the child or termination was shared with (check as many as apply):	NA
AS-1.9.1 Mother	NA
AS-1.9.1.1 Date	NA
AS-1.9.1.2 Via	NA
AS-1.9.1.2.1 Letter	NA
AS-1.9.1.2.2 Face to face	NA
AS-1.9.1.2.3 Telephone	NA
AS-1.9.2 Father	NA
AS-1.9.2.1 Date	NA
AS-1.9.2.2 Via	NA
AS-1.9.2.2.1 Letter	NA
AS-1.9.2.2.2 Face to face	NA
AS-1.9.2.2.3 Telephone	NA
AS-1.9.3 New Provider	NA
AS-1.9.3.1 Date	NA
AS-1.9.3.2 Via	NA
AS-1.9.3.2.1 Letter	NA
AS-1.9.3.2.2 Face to face	NA
AS-1.9.3.2.3 Telephone	NA
AS-1.9.4 FIA/Referring Worker	NA
AS-1.9.4.1 Date	NA
AS-1.9.4.2 Via	NA
AS-1.9.4.2.1 Letter	NA
AS-1.9.4.2.2 Face to face	NA
AS-1.9.4.2.3 Telephone	NA
AS-1.9.5 Kinship Family Members	NA

AS-1.9.5.1	Date	NA
AS-1.9.5.2	Via	NA
AS-1.9.5.2.1	Letter	NA
AS-1.9.5.2.2	Face to face	NA
AS-1.9.5.2.3	Telephone	NA
AS-1.9.6	If the case is a foster care case, pre-fill the answers with information from the Information Shared with Caregiver tab in the Placement section and do not allow changes.	P
AS-1.10	Information shared with new Care Giver(s) includes: (check as many as apply)	P
AS-1.10.1	1. Assigned Worker	P
AS-1.10.2	2. Reason(s) Child Removed	P
AS-1.10.3	3. Case Plan	P
AS-1.10.4	4. Description of Behavioral Characteristics and Needs	P
AS-1.10.5	5. Medical/Dental/Psychological Needs and/or Files	P
AS-1.10.6	6. Interaction with Parents/Siblings	P
AS-1.10.7	7. School Records	P
AS-1.10.8	8. Behavior Management	P
AS-1.10.9	9. Visitation Expectations	P
AS-1.10.10	10. Consent to Treatment Card	P
AS-1.10.11	11. School enrollment form	P
AS-1.10.12	12. Abuse/Neglect History	P
AS-1.10.13	13. Offense History	P
AS-1.10.14	Information given to youth at case closing due to Independent Living:	P
AS-1.10.14.1	1. Birth Certificate	P
AS-1.10.14.2	2. Social Security Card	P
AS-1.10.14.3	3. Medical Passport	P

AS-1.10.14.4	4. Aftercare Services Pamphlet	P
AS-1.10.14.5	If the case is a foster care case, pre-fill the answers with information from the Case Closing section and do not allow changes.	P
AS-1.10.15	If the case is a foster care case, pre-fill the answers with information from the Information Shared with Caregiver tab in the Placement section and do not allow changes.	P
AS-1.11	Section VI: For Termination From Foster Care or Closing:	p
AS-1.11.1	Report Period Covered	p
AS-1.11.1.1	From date	p
AS-1.11.1.2	To date	p
AS-1.11.2	Mechanism to enter comments for the question "Reason for Closure (If applicable)."	P
AS-1.11.2.1	If the case is a foster care case, pre-fill the answers with information from the Case Closing section and do not allow changes.	P
AS-1.11.3	Mechanism to enter comments for the question "Summarize services that were provided during care."	P
AS-1.11.3.1	If the case is a foster care case and Foster Care Case Closure is selected as a reason for printing the DHS-69 , pre-fill the answers with the completed services in the Parent/Agency Treatment Plan grid and do not allow changes.	P
AS-1.11.4	Mechanism to enter comments for the question "Summarize services currently being provided."	P
AS-1.11.4.1	If the case is a foster care case, pre-fill the answers with the current services in the Parent/Agency Treatment Plan grid and do not allow changes.	P
AS-1.11.5	Mechanism to enter comments for the question "List services and needs still to be met and provisions for follow-up services, if any."	P
AS-1.11.5.1	If the case is a foster care case, pre-fill the answers with information from the Case Closing section and do not allow changes.	P
AS-1.11.6	Mechanism to enter comments for the question "Was Medical information given to parents or next placement"; this also requires a yes/no response.	P
AS-1.11.6.1	If the case is a foster care case, pre-fill the answers with information from the Case Closing section and do not allow changes.	P

AS-1.11.7	Mechanism to enter comments for the question “Was termination or closure explained to all parties?” this also requires a yes/no response.	P
AS-1.11.7.1	If the case is a foster care case, pre-fill the answers with information from the Case Closing section and do not allow changes. This also requires that the yes/no response be pre-filled.	p
AS-1.11.8	Mechanism to enter comments for the question “If termination is unplanned, summarize the reasons and circumstances surrounding the termination.”	P
AS-1.11.8.1	If the case is a foster care case, pre-fill the answers with the information in the Replace Reasons tab, second narrative box, in the Placement section and do not allow changes. This also requires that the yes/no response be pre-filled.	P
AS-2 DATA EDITING REQUIREMENTS:		NA
AS-2.1	All dates entered must be valid.	P
AS-2.2	If reason for printing is placement termination or case closure , the following are required:	P
AS-2.2.1	Reason for termination.	P
AS-2.2.2	Summary of services that were provided.	P
AS-2.2.3	Summary of services currently being provided.	p
AS-2.2.4	Summary of services and needs that still need to be met.	P
AS-2.2.5	At least one type of action must be checked.	P
AS-2.2.6	Social Work Contacts for the period identified in AS-1.11.1	p
AS-2.3	If the case is a foster care case, all answers must be pre-filled from the appropriate module and cannot be changed in this module.	p
AS-2.3.1	If information has not been entered in the appropriate module depending of the type of action summary selected, display a message stating “ Entry of information in the _____ section is not complete. An Action Summary cannot be printed. Please go to that module and enter the additional information. [OK]”	p
AS-2.3.1.1	The name of the appropriate module must be inserted in the message. -	NA
AS-2.3.1.2	If the selected reason for printing the DHS-69 is ‘termination from family foster care’ but JJ or Foster Care case closure is not selected, do not require entry of information in the case closing module.	p

AS-3 OUT-OF-MODULE REQUIREMENTS:		NA
AS-4 MODULE REQUIREMENTS:		NA
AS-4.1 Display appropriate sections based on the user's selection of action(s) to be reported.		P
AS-4.1.1	If the reason for printing the FIA-69 is the case closing, display sections IV-B, V, and VI.	P
AS-4.1.2	If the reason for printing the FIA-69 is replacement, do not display section VI.	P
AS-4.1.3	If the reason for printing the FIA-69 is termination from family foster care or kinship care, do not display section VI-A, Report period covered, or Section VI-B, Social Work Contacts. Display questions 1-7 of Section VI.	P
AS-4.1.4	The user must have the ability to print the previous report.	p
AS-5 OUTPUT REQUIREMENTS:		NA
AS-5.1 Foster Care/Juvenile Justice		P
AS-5.2 Action Summary		P
AS-5.2.1	Case number	P
AS-5.2.2	Case name	P
AS-5.2.3	FIA Worker Load number	P
AS-5.2.4	FIA Worker name	P
AS-5.2.5	Court ID number (this would be the docket number entered in Legal section)	P
AS-5.2.6	POS Agency Name	P
AS-5.2.6.1	Do not print if this is an FIA supervised case.	P
AS-5.2.7	POS Agency Worker Name	P
AS-5.2.7.1	Do not print if this is an FIA supervised case.	P
AS-5.2.8	Date completed	P
AS-5.2.9	Type of Action (check as many as apply)	P
AS-5.2.9.1	Child Replacement	P

AS-5.2.9.2	Caseworker Change	P
AS-5.2.9.3	Foster Care Case Closing	P
AS-5.2.9.4	Parent Move	P
AS-5.2.9.5	Termination from Foster Care Placement	P
AS-5.2.9.6	Juvenile Justice Case Closing	P
AS-5.2.10	Child Information	P
AS-5.2.10.1	Name	P
AS-5.2.10.2	FIA Case Number	P
AS-5.2.10.3	Hispanic/Latino Ethnicity	P
AS-5.2.10.4	Sex	P
AS-5.2.10.5	Race	P
AS-5.2.10.6	Funding Source	P
AS-5.2.10.7	D.O.B.	P
AS-5.2.11	Caseworker Change	P
AS-5.2.11.1	Former Caseworker Data	P
AS-5.2.11.1.1	Name	P
AS-5.2.11.1.2	Telephone number	P
AS-5.2.11.1.3	Load number	P
AS-5.2.11.2	New Caseworker Data	P
AS-5.2.11.2.1	Name	P
AS-5.2.11.2.2	Telephone number	P
AS-5.2.11.2.3	Load number	P
AS-5.2.12	Parent or Child Move Summary	P
AS-5.2.12.1	Parent Name	P
AS-5.2.12.2	New Address and telephone	P
AS-5.2.13	Child Name	P

AS-5.2.13.1 Previous Caretaker(s)	P
AS-5.2.13.1.1 Name	P
AS-5.2.13.1.2 Address	P
AS-5.2.13.1.3 Telephone	P
AS-5.2.13.1.4 MPS Provider numbers	P
AS-5.2.13.2 New Caretaker(s)	P
AS-5.2.13.2.1 Name	P
AS-5.2.13.2.2 Address	P
AS-5.2.13.2.3 Telephone	P
AS-5.2.13.2.4 MPS Provider numbers	P
AS-5.2.13.3 Foster Care/Juvenile Justice continues to be appropriate for the following reason(s): (check as many as apply)	P
AS-5.2.13.3.1 1. Children remain at risk if returned to the parental home	P
AS-5.2.13.3.2 2. No interested relatives for placement	P
AS-5.2.13.3.3 3. No appropriate relative placement	P
AS-5.2.13.3.4 4. Juvenile Justice Treatment Goals have not been Completed	P
AS-5.2.13.3.5 5. Juvenile Justice Court Order	P
AS-5.2.13.3.6 6. Juvenile Justice Behavior Problems	P
AS-5.2.13.4 Reason for replacement or termination from Foster Care/Juvenile Justice (check as many as apply):	P
AS-5.2.13.4.1 1. Behavioral problems	P
AS-5.2.13.4.2 2. Emergency or temporary placement	P
AS-5.2.13.4.3 3. Placement with relatives	P
AS-5.2.13.4.4 4. Residential Placement	P
AS-5.2.13.4.5 5. Return home	P
AS-5.2.13.4.6 6. Problems in Foster Family	P
AS-5.2.13.4.7 7. Independent Living	P

AS-5.2.13.4.8 8. AWOL	P
AS-5.2.13.4.9 9. Foster Parent Request – NEW	P
AS-5.2.13.4.10 10. Abuse or Neglect by Foster Family	P
AS-5.2.13.4.11 9. Other (specify):	P
AS-5.2.13.5 List the Placement Selection Criteria used for the new placement.	P
AS-5.2.13.6 FIA-30, Foster Parent/Kinship Caregiver Notification of Move, given to provider on MMDDYYYY	P
AS-5.2.13.7 Reason for Replacement	P
AS-5.2.13.7.1 Obtained from the Replacement Information tab in the Placement Module.	P
AS-5.2.13.8 Comments for the question “Replacement and/or termination preparation appropriate to the child’s capacity to understand has been conducted in the following way.”	P
AS-5.2.13.9 Supervisory approval prior to replacement Y/N check boxes	P
AS-5.2.13.10 Information related to the care and supervision of the child or termination from Foster Care was shared with: (Check as many as apply)	P
AS-5.2.13.10.1 Mother	P
AS-5.2.13.10.2 Date	P
AS-5.2.13.10.3 Via	P
AS-5.2.13.10.4 Letter	P
AS-5.2.13.10.5 Face to face	P
AS-5.2.13.10.6 Telephone	P
AS-5.2.13.10.7 Father	P
AS-5.2.13.10.8 Date	P
AS-5.2.13.10.9 Via	P
AS-5.2.13.10.10 Letter	P
AS-5.2.13.10.11 Face to face	P
AS-5.2.13.10.12 Telephone	P

AS-5.2.13.10.13	New Caregiver	P
AS-5.2.13.10.14	Date	P
AS-5.2.13.10.15	Via	P
AS-5.2.13.10.16	Letter	P
AS-5.2.13.10.17	Face to face	P
AS-5.2.13.10.18	Telephone	P
AS-5.2.13.10.19	FIA/Referring Worker	P
AS-5.2.13.10.20	Date	P
AS-5.2.13.10.21	Via	P
AS-5.2.13.10.22	Letter	P
AS-5.2.13.10.23	Face to face	P
AS-5.2.13.10.24	Telephone	P
AS-5.2.13.10.25	Kinship Family Members	P
AS-5.2.13.10.26	Date	P
AS-5.2.13.10.27	Via	P
AS-5.2.13.10.28	Letter	P
AS-5.2.13.10.29	Face to face	P
AS-5.2.13.10.30	Telephone	P
AS-5.2.13.11 Information shared with new care giver(s) includes (check as many as apply):		P
AS-5.2.13.11.1	1. Assigned Worker	P
AS-5.2.13.11.2	2. Reason(s) Child Removed	P
AS-5.2.13.11.3	3. Case Plan	P
AS-5.2.13.11.4	4. Description of behavioral characteristics and needs	P
AS-5.2.13.11.5	5. Medical/Dental/Psychological needs and/or files	P
AS-5.2.13.11.6	6. Interactions with parents/siblings	P
AS-5.2.13.11.7	7. School records	P

AS-5.2.13.11.8	8. Behavior management	P
AS-5.2.13.11.9	9. Visitation expectations	P
AS-5.2.13.11.10	10. Consent to treatment card	P
AS-5.2.13.11.11	11. School enrollment form	P
AS-5.2.13.11.12	12. Abuse/Neglect history	P
AS-5.2.13.11.13	13. Offense History	p
AS-5.2.13.12 Information given to youth at case closing due to Independent Living:		P
AS-5.2.13.12.1	1. Birth Certificate	P
AS-5.2.13.12.2	2. Social Security Card	P
AS-5.2.13.12.3	3. Medical Passport	P
AS-5.2.13.12.4	4. Aftercare Services Pamphlet	P
AS-5.2.13.13 For termination from Foster Care or Closing:		Na
AS-5.2.13.13.1	Report period covered (closing only)	p
AS-5.2.13.13.2	Social work contacts since last USP (closing only)	p
AS-5.2.13.13.3	Comments for the question "Reason for Closure (if applicable)."	P
AS-5.2.13.13.4	Comments for the question "Summarize services that were provided during care."	P
AS-5.2.13.13.4.1 The information to be included is: Need, Service Type, Start Date, End Date, Service Status and Service Evaluation (ser7094)		p
AS-5.2.13.13.5	Comments for the question "Summarize services currently being provided."	P
AS-5.2.13.13.5.1 The information to be included is: Need, Service Type, Start Date, End Date, Service Status and Service Evaluation (ser 7094)		p
AS-5.2.13.13.6	Comments for the question "List services and needs still to be met and provisions for follow-up services, if any."	P
AS-5.2.13.13.6.1 The information to be included is: Need, Service Type, Start Date, End Date, Service Type and Service Status.		p

AS-5.2.13.13.7	Comments for the question “Was medical information given to parents or next placement”; this also requires a yes/no response.	P
AS-5.2.13.13.8	Comments for the question “Was termination or closure explained to all parties”; this also requires a yes/no response.	P
AS-5.2.13.13.9	Comments for the question “If termination is unplanned, summarize the reasons and circumstances surrounding the termination.”	P
AS-5.2.13.14	Signature/date line for FIA Foster Care worker.	P
AS-5.2.13.15	Signature/date line for FIA Foster Care supervisor.	P
AS-6 MISCELLANEOUS REQUIREMENTS:		NA
AS-6.1	None	NA

5 EXAMPLE OUTPUT

Gather and include the forms and letters generated by this module. If possible, mark up the examples to explain the data fields to show the source or whether or not it is required.

6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof). Also describe what other modules check these values.

Show validation tables of combinations of data. Are there data dependencies?

7 HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

7.1 SCREEN (Section or Module level. Offers an entry point to the big help file.)

7.2 CONTEXT-SENSITIVE (“F1”, aka “detail”)

7.3 STATUS PANEL MESSAGES (formerly known as “Field Level” and “Baby” before that.)

8 MODULE DEPENDENCIES

What data must be entered in other modules before this module can be used?

What changes in data within other modules effect this module?

9 SCENARIOS

The requirements scenarios that call for data entered by this module. This is just a cross reference into the

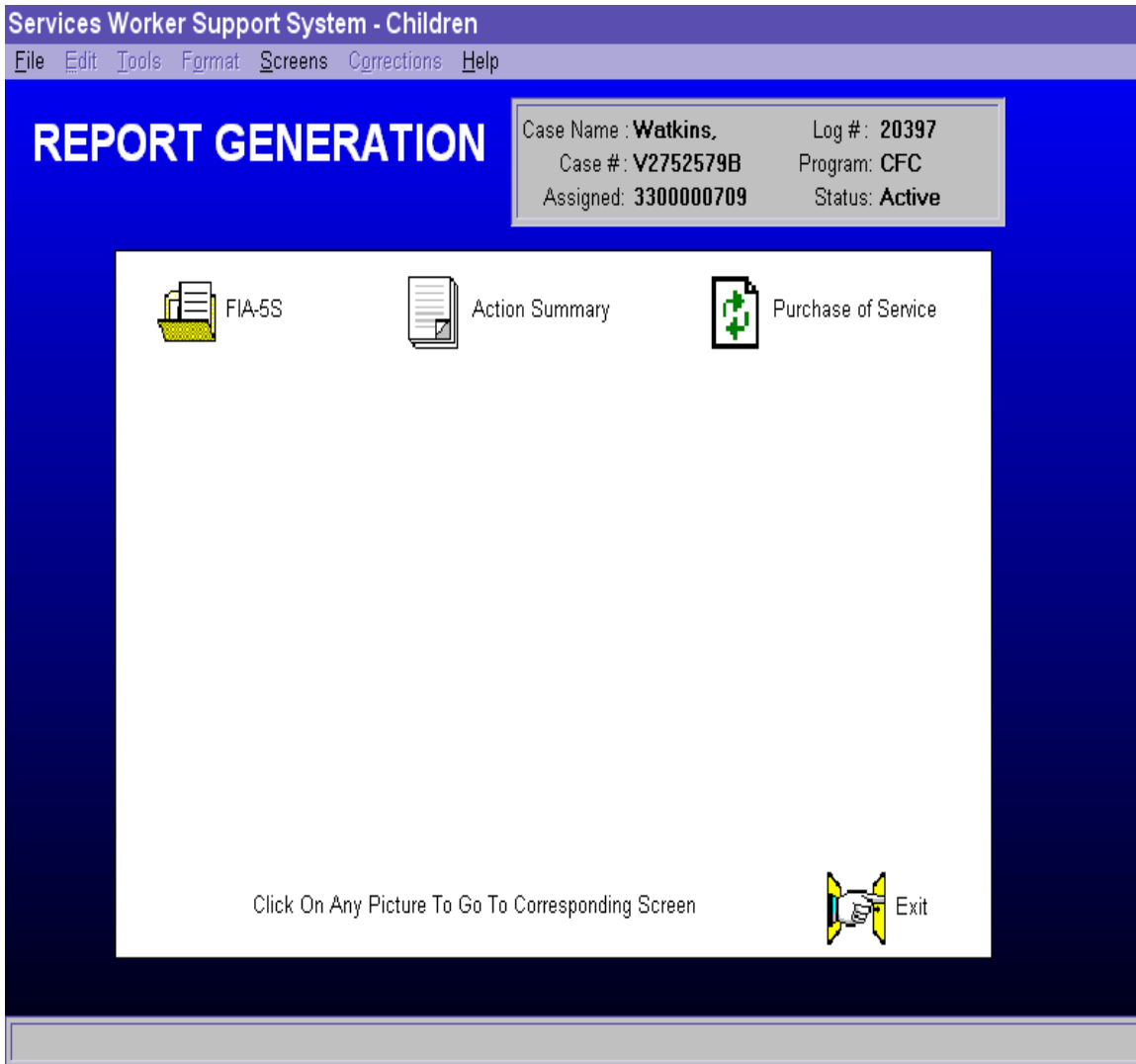
10 TEST PLANS

The updated test plans written by the Program Office and/or the developer to verify the correctness of the finished application.

11 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original Requirement



11.1.1 REPORT GENERATION

The report generation feature facilitates the entry of data and the printing of the FIA-69, Foster Care Action Summary.

11.1.2 Addendum 1

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To:

Date:

From:

Subject:

It is necessary to amend the Action Summary Module Documentation memo of November 24, 1999. After focussed testing (SER #1243) and discussions with program, project and development staff, it was noted that the following requirements need revision:

1. AS-1.2 must be modified as follows: Section I: Type of Action (~~check as many as applies~~) – **mechanism for user to select any, some or all**. (In other words, don't prefill the selection boxes.)
2. AS-4.1 must be replaced with the following: Display appropriate sections based on the user's selection of action(s) to be reported.
3. All Out of Module Requirements (AS-3.1 through AS-3.5) can be deleted. These are contained in the appropriate modules or are no longer needed.
4. The form has undergone revisions since the original requirements were written:
 - The title of the form has been changed to Foster Care/**Juvenile Justice** Structured Decision Making Foster Care Action Summary.
 - The words juvenile justice have been added in various places.
 - There are other wording and pick list changes.
 - See attached for revisions.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock/Jeanne Beckley
Sue Doby
Beth Dean

11.2 Test Plans

11.2.1 Test Plan Created by Policy

11.2.2 Test Plan Created by SWSS Development

12 OUTSTANDING ISSUES

12.1 None

Attachment A: List of SWSS Module Prefixes

MODULE	<i>PREFIX</i>
ACTION SUMMARY	AS
ACTIVE CASE PLANNING REPORT FOR ADOPTION	ACPR
ACTIVE CASE PLANNING REPORT FOR FOSTER CARE	ACFC
ACTIVE CASE PLANNING REPORT FOR JUVENILE JUSTICE	DCM
ADOPTION ACTIVE CASELOAD	ACR
ADOPTION ACTIVITY	AA
AWOL ESCAPE REPORT FOR JUVENILE JUSTICE	AWOL
CASE CLOSING	CC
CASE LISTING	CL
CASE REGISTRATION	CR
CASE SUMMARY	CS
CHILD INFO	CI
COMMENTS	CO
COMMON	CM
COMPANIONATOR-DECOMPANIONATOR	DE
CONVERSION	CV
CPA CASE REPORT	CP
EDUCATION	ED
FIVE DAY PACKET	FP
FOSTER CARE ACTIVE CASE MANAGEMENT REPORT	FCMR
FUNDING DETERMINATION	FD
JUVENILE JUSTICE ACTIVE CASE MANAGEMENT REPORT	DMR
LEGAL	LE
LOGIN	LO
MAIN MENU	MM
MARE	MR
MEDICAID	MA
MEDICAL PASSPORT	MP
MEMBER INFO	MI
PAYMENT	PA
PAYMENTS ONLINE!	PON
PLACEMENT	PL
PRINT133A	P1
PRINT5S	5S
PROVIDERS	PR
PS XFER	PX
RECONCILIATION	JTL
REPORT GENERATION	RG
SECURITY	SC
SOUNDEX	SO
TICKLERS	TI
UTILITIES	UT

